



Ellesmere

Co-ed 7-18 Day and Boarding

ELLESMERE COLLEGE RESIDENTIAL APPLICATION

To help us process your residential enquiry at Ellesmere College smoothly, please complete the form below.

This will allow us to confirm the availability of accommodation and facilities for your stay.

ORGANISATION DETAILS:

- Name of organisation:
- Organisation address:
- Contact name:
- Contact telephone:
- Contact email address:

Type of organisation (select one):

1. Commercial ☐
2. Not for profit ☐
3. Charity ☐

VAT Registered?

YES:

☐

NO:

☐

VAT number:

EVENT OVERVIEW:

- Brief description/ residential nature:
- Arrival date/ time:
- Departure date/ time:

ACCOMMODATION REQUIREMENTS:

Please indicate the number of guests that require accommodation:

Please state the split of the guests that require single occupancy and those that can share rooms (maximum 3-4 per room):

ROOMS	GUEST NUMBERS
SINGLE	
SHARED	

- Please let us know a preference for ensuite rooms or shared bathrooms:

FACILITIES:

Facility	Required: Y/N	Date(s)	Time per day
Sports Hall			
Swimming Pool			
Squash Courts			
Tennis Courts			
All weather pitch			
Sports pitches			
Golf course			
Netball courts			
Arts Centre			
Big School			
Lower School Hall			
Classrooms			

EQUIPMENT:

Item	Required: Y/N	Date(s)	Time per day
Computer			
P.A Systems			
Lighting			
Internet access			
Sports equipment: Balls, rackets etc.			

TRANSPORT REQUIREMENTS: (all costs charged at a separate agreed fee)

Number of passengers	Date(s)	Time(s)	Location

CATERING:

- Please indicate whether your residential stay would require catering:

• YES: ☐

• NO: ☐

If yes, please complete the table below so we can gain an insight into your requirements:

Catering (number of days)	Breakfast YES/NO	Lunch YES/NO	Supper YES/NO	Teas/ Coffees during the day YES/NO
Day One				
Day Two				
Day Three				
Day Four				
Day Five				

- For each meal, please dictate a preferred time for serving:

OTHER:

Any other facility requirements, or special requests to be aware of:

We value your booking and will make every effort to respond promptly with current availability based on your requirements.

Please note that Ellesmere College cannot guarantee your requested arrangements until a formal contract has been agreed, signed, and a deposit received.

We will do our utmost to provide a detailed quote, and if your preferred dates are unavailable, we will offer suitable alternatives where possible.

Thank you for your interest in Ellesmere College Lettings.

Please return this form to abagael.walmsley@ellesmere.com